



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0029

Vacancy Description: Env Prot Spec, GS-0028-13 / 14 (CED EJ Title 5 Supervisor)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0028-13/14

Hiring Agency: Environmental Protection Agency

Contact Information: Vicki Lane, 415-972-3827, lane.vicki@epa.gov

Promotion Potential: GS-14

Date Opened: 1/17/06

Date Closed: 1/30/06

Salary: 84713 - 130134

Information:

This announcement CLOSING MIDNIGHT EASTERN TIME (ET) on the closing date indicated. Remember, if you are not in the ET time zone, adjust accordingly.

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" AND THE REQUIRED SUPPLEMENTAL INFORMATION NECESSARY IN ORDER TO BE CONSIDERED.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY

This merit promotion announcement is open to current permanent EPA Region 9 employees.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Communities & Ecosystems Division, Immediate Office (Environmental Justice Team), San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:

GS-13: \$84,713 - \$110,122 per annum

GS-14: \$100,104 - \$130,134 per annum

PROMOTIONAL POTENTIAL:

The highest grade (full performance level) of this position is GS-14. The position may be filled at either the GS-13 or GS-14 grade level. The primary difference between grade levels is the degree of supervision, the



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level of training and guidance provided and the complexity of assignment. A person selected at the GS-13 grade level may be promoted progressively to the full performance level of GS-14 without further competition.

DESCRIPTION OF WORK AT THE GS-14 LEVEL:

The incumbent supervises the Environmental Justice (EJ) Team located within the Communities & Ecosystems Division's Immediate Office. The incumbent carries out supervisory responsibilities as defined under Title 5, Section 7103(a)(10). As a Title 5 supervisor, duties include: hiring; directing operations; assigning, reviewing and approving work; promoting and rewarding staff; approving leave; evaluating performance; and effecting disciplinary actions. Identifies, distributes, and balances workload and tasks among team members in accordance with established work flow, skill level, and/or occupational specialization. Articulates and assigns to employees projects, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. The incumbent coordinates and provides management support for the EJ program with regional divisions to develop an integrated (geographic) approach that proactively solves/resolves EJ issues. Provides oversight of staff working on regional teams to address multi-media program coordination. Works to integrate issues across program lines, bringing together key regional staff and stakeholders. Contributes to national EJ policy direction, provides leadership to the Region in identifying communities with disproportionate risks; and aids in developing national, state, local and community capacity to address environmental burdens. Using a community-based approach, identifies multi-media, strategic opportunities, partnerships, and collaborations among agencies and stakeholders. Builds relationships and communication links to impact EPA issues before they become problems; ensures the flow of information between EPA EJ staff and stakeholders is unimpeded and delayed. The supervisor also insures that EJ interests are fairly represented in the formulation of agency policy and program requirements.

EMPLOYMENT CONDITIONS:

The position may be subject to one or more of the following:

Medical Monitoring: ☐☐☐☐ YES [] ☐ NO [X]

Drug Testing: ☐☐☐☐ YES [] ☐ NO [X]

Financial Disclosure: ☐☐☐☐ YES [X] ☐ NO []

Supervisory Probationary Period: ☐☐ YES [] ☐ NO [X]

Position Sensitivity Level: ☐☐☐ Nonsensitive ☐☐

Union: ☐☐☐☐☐ Excluded

One Year Probationary Period, if applicable: YES [X] NO []

Background Investigation, if applicable: YES [X] NO []

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm). Part-time experience is



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prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience). Education must be in course work listed under "Basic Qualification Requirements."

ADDITIONAL QUALIFICATION REQUIREMENTS:

GS-13: Minimum qualifying experience is one year at the GS-12 level providing leadership to staff in an environmental program requiring knowledge and application of environmental procedures, policies and guidelines. This experience must include representing the organization in matters relating to controversial program activities, independently resolving complex, high-priority issues, and serving as a spokesperson on matters related to multi-media environmental program activities.

GS-14: Minimum qualifying experience is one year leading, directing or supervising environmental programs requiring expert knowledge of environmental procedures, policies and guidelines. This experience must include representing the organization in matters relating to controversial program activities, independently resolving complex, high-priority issues, and serving as a spokesperson on matters related to multi-media environmental program activities.

There is no allowable substitution of education for the GS-13 or GS-14 level.

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:

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Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp.

Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

WHERE TO OBTAIN MORE INFORMATION

You may contact the nearest U.S. OPM Federal Employment Information Center (FEIC) listed in the white pages of the phone book under "U.S. Government Offices." In San Francisco, please call (415) 744-JOBS (5627) or you may search www.usajobs.opm.gov. You may also call our office at (415) 972-3817

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.